

COLLEGE OF INTEGRATED CHINESE MEDICINE

ARTIFICIAL INTELLIGENCE (AI) POLICY FOR STUDENTS

What is AI?

AI is a term used to describe machine-implemented abilities to reason, plan, solve problems, think abstractly, comprehend complex ideas, learn quickly or learn from experience. Generative AI is a type of AI that creates new content or data. Recent developments mean that Generative AI is very easy to access and use without specialist training through, for example, applications such as ChatGPT, Bard, Claude, Bing and Microsoft-CoPilot. It is the students' responsibility to ensure that they engage with generative AI ethically and responsibly and adhere to the assessment conditions for each assessment task.

The College's Position on AI

The College of Integrated Chinese Medicine (CICM) encourages students to explore AI tools with care as responsible use is most likely to benefit a student further in the future. It is, therefore, important prior to the usage of AI that the student understands the risk it poses if it is not used according to the principles of academic integrity.

Responsible Use of AI

CICM encourages all students to use AI to aid their learning, and this can include finding research sources (please do note potential risk associated below) and the use of the English language. Some examples that are considered responsible use of AI include:

- Spelling and grammar tools (e.g. Grammarly or MS applications) to help with spelling and grammar.
- Creating an essay plan to help develop and improve the structure of an assignment.
- Asking AI to explain a concept, theory, or text that is difficult to understand. Providing the explanation is used to help understand a topic and it is not copied into the assignment then no academic offence is committed.
- Answering questions where answers are based on material which can be found on the internet. Please do check the answers via a different source.
- Experimenting with different writing styles or text editing.

If unsure, please contact the Academic Director, Lynda French (lfrench@cicm.org.uk) for further guidance.

Irresponsible Use of AI

Submitted work **must** always be a student's own and copying and pasting directly from AI is not allowed. While AI might help support the student with the assignment, it may not be used to write the final assignment submission or used to generate responses to assessment tasks that are then submitted as original work. Work that has been wholly or partly produced by AI and is submitted without the appropriate referencing and therefore claimed as "own work" will be considered as a form of plagiarism and is thus subject to investigation as potential academic misconduct. This includes using AI for analysis (e.g. themes, data calculation, survey outcomes) which should be declared accordingly.

Risks of AI Use

- The data entered in any AI tool is stored, often for 18 months. [Personal or sensitive data](#) should **never** be entered in AI tools. Students should also be careful with data from interviews and surveys as all data entered will become an open source. This data is not treated as confidential or secure (e.g. it is possible that the information students enter into ChatGPT could be reported to the College). ChatGPT generates content from other content on the Internet. This means that generated content may constitute repurposed or stolen intellectual property.
- AI technologies cannot process knowledge, think or feel in the same way as a human, and may not address cultural contexts and social nuances in generated responses.
- It should never be assumed that the information generated by AI is accurate. The student is expected to check the information separately to ensure it is accurate. This includes source referencing and citations as AI at times can create fictional citations (often referred to as 'hallucinated' sources)
- Overuse of AI, even if declared, may result in a lower grade or a fail as the student may not have demonstrated sufficient learning to meet the Learning Outcomes. For example, if AI fully writes the critical discussion for a dissertation, the student has not demonstrated "critical thinking in discussing the results". Assessment in a module is designed to provide evidence of learning, reassuring the College and the community that future graduates are competent in their roles as future professionals and citizens. Submitting material for assessment that is not their own, and is the product, rather, of a third party (e.g. an AI tool) undermines this principle.

Referencing of AI

- **All work** that is not the student's own, must be cited and referenced and failure to do so can result in academic misconduct. See the Academic Discipline Policy for details.
- **All students** are required to submit the AI declaration page with every assignment, whether AI tools have been used or not, selecting the appropriate option. A copy of this page is available in the Assessment section of the VLE.
- As previously stated, CICM does not recommend the use of AI as an information source as it is not always accurate. However, if information from an AI tool is used, referencing should follow the guidelines stated for AI reference in the CICM Harvard reference guidelines. These are available in the Library section of the VLE.

Academic Integrity

Claiming authorship over work that is not a student's own, without acknowledgement, is considered academic misconduct. Part of academic integrity is being clear about how work has been produced and not misrepresenting where information and ideas have come from. AI tools do not always provide clear references so it may be unclear where text or other materials were sourced from. Academic integrity is about shared values as a college community, and they apply to students and staff alike. These shared values form the basis for ethical interactions and the credibility of the degrees awarded by the College. As future professionals all our graduates will be expected to demonstrate integrity and honesty.

In cases where AI is suspected but not declared, the Programme Lead of the respective module may ask the student to meet with them and outline the steps followed in writing the assignment. Copies of drafts and notes may be requested.